



**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: MHA-09-88	POSITION: Training Institute Manager
POSITION SERIES: MS-601	POSITION GRADE: 13
OPENING DATE: 08/03/09	CLOSING DATE: 08/07/09
IF "OPEN UNTIL FILLED" FIRST SCREENING DATE:	SALARY RANGE: \$76,996 - \$107,794 Per Annum
WORKSITE: 64 New York Avenue, N.E. Washington, D.C. 20002	TOUR OF DUTY: 8:15 a.m. – 4:45 p.m. Monday-Friday
PROMOTION POTENTIAL: None	AREA OF CONSIDERATION: Department -Wide Only
AGENCY: DMH/Mental Health Authority/OPP	NO. OF VACANCIES: One (1)
DURATION OF APPOINTMENT: MANAGEMENT SUPERVISORY SERVICE (MSS)	
"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICES (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.	
RESIDENCY REQUIREMENT: A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
BRIEF DESCRIPTION OF DUTIES: The incumbent serves as a Training Institute Manager in the Office of Programs and Policy (OPP), Department of Mental Health (DMH). The incumbent serves as expert on the Mental Health Rehabilitation Services Training Institute. Assures that training programs meet the established departmental guidelines, regulations, policies, and procedures governing DMH employees and certified Mental Health Rehabilitation Services contractors. Assists the Director of Organizational Development in the implementation of organizational development activities and coordination of training activities which involves customer service relations, knowledge of DMH services and DMH programs, as well as related workforce analysis, assessment, and development activities. Provides oversight for DMH needs assessments with regard to departmental administrative, fiscal, and clinical guidelines. Conducts background research, analysis, and evaluation activities on training, organizational development, workforce development standards, policy formulation to develop best practices and evidenced based model of organization development, workforce development, and clinical practices.	
QUALIFICATIONS REQUIREMENT: As a basic requirement, all applicants must have successfully completed a four (4) year course of study in an accredited college or university leading to a Bachelors or higher degree which involved major study in an academic field related to health or allied sciences. This position requires one (1) year of specialized experience equivalent to the next lower grade level in the normal grade progression for the position to be filled. Specialized experience is experience which is directly related to the position to be filled which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties.	

SELECTIVE PLACEMENT FACTOR(S): None

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

RANKING FACTORS

1. Mastery knowledge of principles, concepts, theories, and practices of organizational development work that is health-oriented in nature in order to serve as Training Institute Manager and expert in organizational development.
2. Expert knowledge of organizational development, workforce development, and training in order to carry out activities implementing such programs in the Department of Mental Health.
3. Ability to analyze and interpret complex standard and District rulemaking guidelines in order to assess and evaluate training and organizational services and activities.
4. Ability to supervise employees with responsibility in providing leadership and direction.
5. Excellent oral and written communication skills as required to provide advice, meet with program officials, conduct reviews, analyze and evaluate data, and prepare reports.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

HOW TO APPLY: ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

WHERE TO APPLY: DEPARTMENT OF MENTAL HEALTH
DIVISION OF HUMAN RESOURCES
64 NEW YORK AVENUE, NE, 5th Floor
WASHINGTON, D.C. 20002
ATTN: Cynthia Hawkins (202) 673-3517
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.

DRUG-FREE WORKPLACE ACT OF 1988. "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."